



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

26

2. Council Meeting Date:
January 28, 2016

TO: MAYOR AND COUNCIL

3. Date Prepared: January 12, 2016

THROUGH: CITY MANAGER

4. Requesting Department: City Manager - IT

5. SUBJECT: Information Technology Consulting and Temporary Contract Staffing

6. RECOMMENDATION: Staff recommends City Council approve the utilization of the State of Arizona Contract No. ADSPO12-031581, with Guidesoft, Inc., dba Knowledge Services, for Information Technology consulting and staffing services in an amount not to exceed \$90,000.

7. HISTORICAL BACKGROUND/DISCUSSION: Information Technology has historically hired temporary employees to assist in special projects or to backfill vacant positions by utilizing competitively bid temporary staffing agreements. These temporary employees have specialized skills in specific technical areas which complement Information Technology staff and work on a temporary basis for a specific assignment. This resource will assist with maintaining day-to-day operations of the City's financial and human resources systems while full-time IT staff members are devoted to assisting with implementation of the Portal for Electronic Payment Processing Integration (PEPPI) Project.

8. EVALUATION PROCESS: The State of Arizona competitively solicited and awarded a contract for a Managed Services Provider (MSP) capable of providing sourcing, assignment, and management for all assignments in the Information Technology staffing and consulting industry, regardless of personnel class or project duration. This City has a current Intergovernmental Agreement with the State allowing for the cooperative use of State contracts. Staff recommends cooperative use of this contract because it allows the City to find specialized technical resources in a timely manner.

9. FINANCIAL IMPLICATIONS:

Project: Electronic Payment Processing

| <u>Acct. No.:</u> | <u>Fund:</u> | <u>Program Name:</u> | <u>Funds:</u> |
|------------------------|--------------------------------|-------------------------------|---------------|
| 401.1285.5219.0.6IC071 | General Gov't Capital Projects | Electronic Payment Processing | \$37,000 |
| 101.1180.5219.0.6IC071 | General Gov't Capital Projects | Electronic Payment Processing | \$53,000 |

10. PROPOSED MOTION: Move City Council approve the utilization of the State of Arizona Contract No. ADSPO12-031581, with Guidesoft, Inc., dba Knowledge Services, for Information Technology consulting and staffing services in an amount not to exceed \$90,000.

APPROVALS

11. Requesting Department

Rachelle Faherty

Rachelle Faherty, IT Applications Support Manager

12. Department Head

Steven Philbrick

Steven Philbrick, Chief Information Officer

13. Procurement Officer

Carolee Stees

Carolee Stees, CPPB

14. Acting City Manager

Marsha Reed

Marsha Reed